



# Office of the City Clerk

## Weekly Report – for Week Ending September 12, 2014

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

#### City Primary/General 2015 Elections -

The Election Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 778 applicants.

Planning and preparation efforts for the upcoming municipal continue.

Staff is working on the new Vote-By-Mail (VBM) election materials such as VBM return envelope for both regular and overseas voters, the gray secrecy sleeve, and the new insert to accommodate the addition of the new languages in Armenian, Farsi, and Russian.

The 2015 election consolidation precinct lines within City of Los Angeles boundaries have been finalized. Precinct consolidations outside of the City boundaries are pending the final word from each incorporated City. Recruiting for polling places within the City is slated to start the week of September 8<sup>th</sup>

Program modifications were made to the poll recruiter application to prepare for the recruiting process. The database table has been updated to match the consolidation layers for the 2015 elections.

**City Elections** - A “Minimum Wage Initiative Ordinance” was approved for circulation and signature gathering on September 9, 2014.

**Los Angeles Government Digital Summit** - Staff attended the September 10-11, 2014 event and Dennis Hoang from our Systems staff was selected to receive an Outstanding IT Service and Support award from the City of Los Angeles.

**Novus/Electronic Submissions** - Council and Public Services and Systems have developed a pilot program to test the workflow definition for electronic submittals from departments. CPS continues to receive responses from CAO and the CLA and everything looks good and feedback has been positive. DONE, BIDS and Mayor’s Office anticipate starting to submit items electronically by the end of next week.

#### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	13
Number of Notices/Publications	35
Number of Contracts Attested	100
Number of Council Files Created	61
Number of Claims Received	178
Number of Referrals	32
Number of Council Meetings	2
Number of Committee Meetings	7

**Rapid Improvement** - Staff met with Ashley Stracke from Mayor’s office to discuss pilot program for Rapid Improvement within departments.

### TOP ITEMS

- **City Records Offsite Storage RFP – Five Responses Received**
- **2015 Municipal Election recruitment for as needed employees continues**



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**Publication Reimbursement** - A meeting is scheduled on September 12 between Clerk staff and with the Planning Department to discuss potential reimbursement for California Environmental Quality Act (environmental) publication costs.

### **Neighborhood and Business Improvement Districts -**

Staff met with the consultant relative to the review of the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

The Research Unit continues to prepare the calculations for the refund of the old Arts District Assessments.

Staff reviewed changes required to the management district plan/engineer's report for the Gateway to LA Business Improvement District renewal.

Annual Planning Reports: 1 of 27 reports awaits revisions and 1 awaits Board approval of substantial revisions.

**Fiscal** - Staff completed and transmitted the first Financial Status Report for FY 14/15; commenced FY 15/16 budget preparations; and reviewed FY 14/15 Revenue Projections.

**AB1290/Council** - Staff received three (3) AB 1290 allocation requests, has two (2) payments and six (6) contracts in process, closed out two (2) contracts and is working on two (2) close outs of expired contracts.

**General City Purposes** - Staff received 15 GCP allocation requests, processed 8 invoices for payment, drafted 1 new contract, and conducted a business process analysis of GCP contracts in alignment with our metric goal to execute 70% of our contracts within 90 days.

### **ISSUES**

**Granicus** - There was a problem with audio recording in room 1060 for the Arts, Parks, Health, Aging and River Committee Meeting caused by a failed modulator. The part has been replaced by ITA.

### **UPCOMING. . . .**

**Online Electronic Forms** - A meeting between Systems and Council and Public Services has been scheduled to discuss implementing an online electronic form for the claims against the City process. Workflow and requirements will be discussed in detail.

**City Elections** - The Election Division plans to staff a table at the September 20 Neighborhood Council Congress in City Hall.